



Moving Preparation Checklist

Out of Town!

- Decide what to move and what not to move. Possibly plan a garage sale.
- Get estimates from several moving companies and/or truck rental companies, depending on you plan to move.
- Plan your travel itinerary, and make transportation and lodging reservations in advance.
- Transfer bank accounts.
- Request records from doctors, dentists, eye doctors and veterinarians.
- Obtain your children's school records to make for easier transfers.
- Draw up a floor plan of where your furniture should be placed in your new home, to avoid confusion for you and your movers.
- Pay existing bills and close out local charge accounts.
- Record expenses incurred during your house-hunting trips. If your move is employment-related, you will also want to save your moving-expense receipts for tax-deduction purposes.

For Local Moves!

- Decide what to move and what not to move. Possibly plan a garage sale.
- Get estimates from several moving companies and/or truck rental companies if you're not moving yourself. Be sure to get a hand truck for large, heavy items if you are moving yourself.
- Arrange transfer of children's school records, if applicable.
- Draw up a floor plan of where your furniture should be placed in your new home to avoid confusion for you and your movers.
- Arrange special movers for your expensive items, such as a piano, pool table, or above ground swimming pool.



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Also remember to...

- Cancel or transfer deliveries, newspaper, garbage collection, etc. (Check your checkbook register for all possible services). Coordinate the transfer of gas and electric service to the new owners.
- Check on personal items that might be at the photo shop, in a safe-deposit box, dry cleaners, at a neighbor's house on layaway, or at a repair shop.
- Make arrangements for transporting your plants and pets.
- Save your phone book from your former city residence for tying up loose ends or future correspondence.
- Transfer insurance policies or arrange for new policies.
- Gather all valuables, jewelry, important papers to take with you personally.
- Have your car(s) serviced for the trip.
- Pack an arrival kit of necessities, just in case you arrive before the movers.
- Arrange for service of utilities for your new home.
- Purchase moving insurance. Your movers' liability for lost or damaged goods will not equal their replacement cost.
- Check with your attorney about your will, if crossing state lines.
- Ask for professional referrals, if available (i.e. doctor, accountant, and dentist).
- Notify others of your new address, post office, banks, charge accounts, subscriptions, relatives and friends, national and alumni organizations, church, mail order clubs(books, videos, catalogues), firms in which you have time payments and your past employer to make sure you receive W-2 forms and retirement-account information.
- Save your old address labels to speed up filling out change-of address forms for your new address.